



## COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

### EDUCATION ADMINISTRATION PROGRAM MANAGER

Job Number: 20001096

Job Code: 53160V000101

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 07/01/1991

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

#### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under the general direction of a division director, supervises professional staff in the development, coordination, implementation and monitoring the administration of educational programs for local school districts, state and/or private educational agencies, provides consultative services and technical assistance; and performs other duties as required.

#### **MINIMUM REQUIREMENTS:**

##### **EDUCATION:**

Graduate of a college or university with a master's degree in education or a related field.

##### **EXPERIENCE:**

Must have six years of professional experience in education, vocational education or a related field.

##### **Substitute EDUCATION for EXPERIENCE:**

NONE

##### **Substitute EXPERIENCE for EDUCATION:**

Current Rank II or Rank I certification by the Department of Education or Education Professional Standards Board will substitute for the required educational requirement. Additional professional experience in the field of education will substitute for the educational requirement on a year for year basis.

##### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises professional staff. Interprets, applies and enforces departmental rules, regulations and policies and participates in the development of policy and procedures for particular program areas. Provides technical assistance reflecting the goals of K.E.R.A. to local school districts, vocational regional coordinators and other administrators in implementing or maintaining various educational programs. These programs include: primary, middle school and secondary curricula and instructional programs, foundation programs, pupil transportation, in service, pupil attendance, facilities management, recognition, insurance, school based decision making, mandated testing, mandated achievement assessment, safety, compensatory education, migrant education and/or secondary vocational education programs. Analyzes proposed legislation relative to cost changes in the programs. Reviews the expenditures of federal funds and provides management staff with information regarding budget status changes. Gathers information from public and private institutions of higher education and state and federal agencies. Collects and analyzes data for the purpose of providing in service training programs. Makes presentations and conducts workshops at the local and state level. Writes administrative reports. Revises and updates policy manuals and training materials. Annually review and when necessary revise all forms used in monitoring compliance with statutes, regulations and policies. Responds to surveys. Serves on task forces and committees. Review applications for program eligibility. Manage the development and preparation of educational reports and publications. Create technical resources for assigned programs.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office or school setting. Travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*